

SECRET

PLANNING AND ANALYSIS STAFF

Responsible for planning and directing the development and coordination of recommendations concerning Agency personnel policy, program objectives, standards and procedures, including the development of appropriate regulatory issuances; the development and coordination of recommendations concerning policies and procedures on manpower requirements in support of the Agency's long-range mission and of its mobilization and operations in time of national emergency; the development of an Agency personnel reserve program; the preparation, analysis and presentation of comprehensive personnel statistical reports; and the continuous review of the current effectiveness of personnel programs and activities in headquarters and in the field.

Analysis Branch

Responsible for the continuous review of the current effectiveness of personnel programs and activities in headquarters and in the field; analyzes individual personnel programs and the operations of personnel components established outside the Office of Personnel to evaluate their effectiveness and conformance to current policies and procedures; evaluates the effectiveness of personnel services to field activities; directs and coordinates the activities of teams of personnel specialists organized to review and inspect personnel programs and activities and formulates recommendations for their improvement.

Mobilization Planning Branch

Responsible for the development and coordination of recommendations concerning Agency policies and procedures on manpower requirements in support of the Agency's long-range mission and of its mobilization and operations in time of national emergency; provides policy guidance and advice to operating officials on personnel resources; procurement and utilization in connection with mobilization; reviews and evaluates phased personnel requirements recommended by operating components to insure procurement feasibility and capabilities consistent with national manpower resources; and coordinates within CIA personnel matters pertaining to requirements, distribution and priorities for implementing mobilization and emergency plans.

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Mobilization Planning Branch - Cont'd

Responsible for the development of a CIA Personnel Reserve Program which will provide a reliable source of readily accessible manpower for use when and as needed by the Agency; maintains appropriate information about military reservists and non-reservists who have special education, experience or training which could be utilized by the Agency in a military or civilian capacity in the national interest.

Plans Branch

Responsible for the development and coordination of recommendations concerning Agency personnel policy, program objectives, standards and procedures, and for the preparation of appropriate Agency and internal Office of Personnel regulatory issuances implementing such recommendations; reviews studies, reports and other materials which involve the establishment of personnel policy or precedents or the application or interpretation of approved or pending regulations and procedures, statutory and regulatory issuances, proposed Federal personnel legislation and personnel management practices in government and industry in order to evaluate their applicability to Agency personnel objectives and activities; conducts the records management and forms control programs within the Office of Personnel; coordinates the review within the Office of Personnel of regulatory proposals initiated in other Agency components; maintains files and reference materials pertinent to the above activities.

Statistical Reporting Branch

Responsible for the preparation, analysis and presentation of comprehensive personnel statistical reports and data pertaining to the Agency's current T/O positions, strength, ceilings, grade distribution, separations and resignations, reassignments, turnover rates, promotions and such other personnel reports and statistical data required or requested by authorized Agency officials.

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SPECIAL CONTRACTING, ALLOWANCES AND PROCESSING STAFF

Responsible for recommending policy standards governing Agency contracts for personal services and certain other special contracts required in support of covert operations; for preparing and executing such contracts; for the review of all field contracts submitted to Headquarters; for the complete personnel processing of all Staff Agents, including preparation of Letters of Appointment; for preparing Letters of Authorization for military details; for recommending policy standards for special allowances and for granting and reviewing all such allowances.

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PERSONNEL PROCUREMENT DIVISION

Responsible for providing a program of personnel procurement services including planning, coordinating and directing programs for developing, locating and drawing upon sources of personnel to keep the Agency adequately staffed; participates in the development of over-all personnel policies, procedures, standards and regulations; maintains effective relationships with other components of the Office of Personnel and operating officials to be continually informed of current and anticipated personnel requirements and of current requisitions for personnel.

Clerical Recruitment Branch

Responsible for operating a program for the recruitment of personnel to meet Agency clerical needs.

Departmental Recruitment Branch

Responsible for operating a program to interview and screen applicants applying locally for Agency employment.

Specialized Recruitment Branch

Responsible for operating a program for the recruitment of personnel to meet Agency specialized, technical or covert needs.

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PLACEMENT AND UTILIZATION DIVISION

Responsible for a comprehensive program of initial personnel selection and in-service assignment; participates in the development of over-all personnel policies, procedures, standards and regulations; assists and advises operating officials concerning personnel utilization and development including assignment, rotation, evaluation and promotion; reviews and approves personnel actions in conformance with Agency policies and regulations.

Placement Branch

Responsible for operating a comprehensive personnel selection and in-service placement and utilization program within the Agency. Approves personnel actions in conformance with Agency policies and regulations.

Testing and Evaluation Branch

Responsible for conducting a program of proficiency and aptitude testing and evaluation with the exception of those services which are the specific responsibilities of the Assessment and Evaluations Staff, Office of Training, and including the selecting, devising and validating of tests and other techniques to indicate aptitudes, knowledges, skills, abilities, interests and personality traits; assists in the development of specific tests designed to determine whether an individual satisfactorily completes prescribed courses of training.

Control Branch

Responsible for maintaining the Division's control of applicant and employee files; receives and distributes all incoming mail for the Division; maintains the Requisition Inventory, receiving all Recruitment Requests and distributing them to appropriate Placement Officers for necessary action; when outside recruitment becomes necessary, translates Recruitment Requests into Requisition Inventory cards for Personnel Procurement Division; codes Applicant and Employee Qualifications and maintains Qualifications Registers for each for use in the placement program of the Division.

Interim Assignment Branch

Responsible for operating a program for holding clerical-type personnel pending their final clearance and demonstrated proficiency for subsequent assignment to operating components; also holds professional-type personnel on provisional clearance when necessary.

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EMPLOYEE SERVICES DIVISION

Responsible for providing a comprehensive personnel relations and services program; participates in the development of over-all personnel policies, procedures, standards and regulations; provides personnel counseling, housing, welfare and financial services and operates a comprehensive insurance program for Agency personnel.

Services Branch

Responsible for planning and administering programs of employee services and activities, such as housing, recreation, car pools, blood donor work, fund-raising campaigns, entrance on duty orientation, indebtedness counseling, and approval of leave; assists operating offices in connection with disciplinary actions, separations, removals, etc.; provides secretariat services to the Incentive Awards Committee; maintains liaison with appropriate officials in and out of the Agency.

Counseling Branch

Responsible for providing counseling service to assist Agency personnel in the solution of personal or job adjustment problems; acts in a liaison capacity to assist employees and their supervisors in problems involving other Agency components such as the Medical Office, the Security Office, the Office of the Comptroller, the Office of the General Counsel and the Credit Union; conducts pre-exit interviews with employees to determine advisability and possibility of salvage; conducts exit interviews with employees to determine cause of resignation and to evaluate comments, suggestions, or criticisms which may be useful in reducing turnover; insures that separation reports are prepared, re-employability is determined and that clearance procedures are completed in each separation case; ascertains information, effects liaison with other Agency components and assists families, insofar as possible, in connection with cases of illness, accident or death; counsels employees on retirement matters; conducts research to compile information in connection with employee turnover.

Insurance and Claims Branch

Responsible for operating a comprehensive program including life, health and accident, hospitalization, and air travel insurance for Agency personnel encompassing the issuance of insurance policies, collection of premiums, adjustment of claims, and liaison with underwriters; processes claims submitted in accordance with the provisions of the Federal Employees Compensation Act and Public Law 110 in connection with injury or death of Agency employees; processes retirement claims for service credit, refund, disability or age retirement with the Civil Service Commission; processes all cases of Agency personnel within the scope of the Missing Persons Act and performs related services.

PROCESSING AND RECORDS DIVISION

Responsible for processing official personnel actions and maintaining official records of Agency personnel activities including personnel actions, correspondence, applicant and employee files; participates in the development of over-all personnel policies, procedures, standards and regulations; also responsible for the operation of a central processing service for personnel performing official travel.

Transactions and Records Branch

Responsible for processing all official personnel actions; maintaining all official personnel records including applicant files, employee files, the position inventory and an index of personnel qualifications; and maintaining ceiling control records.

Correspondence Branch

Responsible for the preparation of correspondence to applicants, employees, and others requiring replies.

Central Processing Branch

Responsible for operation of a central processing service for personnel performing official travel.

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CLASSIFICATION AND WAGE DIVISION

Responsible for providing an Agency-wide program of personnel service in position classification and wage administration; participates in the development of over-all personnel policies, procedures, standards and regulations, allocates Agency and National Security Council positions, develops classification standards and qualification requirements, performs wage administration activities governing all departmental and field positions; and provides evaluation services and guidance pertaining to salaries of various Associate Personnel.

Covert Branch

Responsible for operation of a classification and wage administration program including the conduct of organizational classification surveys and the allocation of positions in such components of the Agency as are designated by the Assistant Director for Personnel.

Overt Branch

Responsible for operation of a classification and wage administration program including the conduct of organizational classification surveys and the allocation of positions in such components of the Agency as are designed by the Assistant Director for Personnel.

Surveys and Standards Staff

Responsible for planning and directing a program for the development of classification standards and qualification requirements for all Agency positions; conducts position analysis surveys on an occupational basis for this purpose.

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MILITARY PERSONNEL DIVISION

Responsible for providing service in the procurement, assignment, administration and disposition of military personnel detailed to the Agency from the Department of Defense; participates in the development of over-all personnel policies, procedures, standards and regulations; conducts necessary liaison with appropriate components of the Department of Defense; and prepares and maintains the necessary records pertaining to military personnel.

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